

UNITED STATES DEPARTMENT OF AGRICULTURE

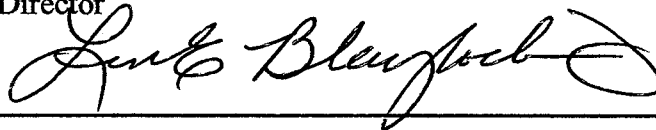
Farm Service Agency
Room 3416, 700 West Capitol Avenue
Little Rock, Arkansas 72201

AR NOTICE PM-459

For: All FSA Offices

Arkansas Non-Federal – Vacancy Announcement

Approved by: State Executive Director



1

Purpose

The purpose of this notice is to transmit vacancy announcement for County Executive Director position (CO-1101-09/11) located in Ashdown, Arkansas (Little River County).

2

Information

The attached non-Federal vacancy announcement opens April 28, 2003 and closes on May 12, 2003. The announcement sets forth qualifications and gives guidance on how to apply for the position. The vacancy announcement number is AR030006.

2

Action

Post the vacancy announcement on the bulletin board or other prominent place in the county office.

Disposal

October 1, 2003
04-25-03

Distribution

All Employees

Vacancy Announcement

DEPARTMENT OF AGRICULTURE FARM SERVICE AGENCY

Vacancy Announcement Number: AR030006

Opening Date: 04/28/2003

Closing Date: 05/12/2003

Position: COUNTY EXECUTIVE DIRECTOR (CO)
CO-1101-09 /11

Salary: \$38,936 - \$61,248 per year

Promotion Potential: CO-11

Duty Location: 1 vacancy at ASHDOWN, AR

UNITED STATES DEPARTMENT OF AGRICULTURE
Farm Service Agency
County Office Committee Service

VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: AR030006

OPENING DATE: April 28, 2003

CLOSING DATE: Applications must be received by close of business on May 12, 2003.

POSITION: County Executive Director (CED) CO-1101

SALARY: \$38,936 - \$61,248 per year

GRADE: CO-1101-09/11 level depending on qualifications of the applicant

LOCATION: Little River County FSA Office, Ashdown, AR

AREA OF CONSIDERATION: Open to all eligible Farm Service Agency employees
Statewide.

Displaced FSA County Office CEDs who apply to this announcement will be given special selection priority in accordance with Agency regulations. A copy of written notice of separation must be submitted along with the application.

DESCRIPTION OF DUTIES:

Incumbent is responsible for directing and managing program and administrative operations of the County FSA Office as required to carry out authorized production flexibility, price support, conservation, environmental quality, indemnity, disaster, emergency and related programs. Duties include performing office and field activities as needed to accomplish program objectives. The incumbent is employed by the local County FSA committee and takes appropriate action to ensure that County FSA committee policies and objectives are properly communicated to and carried out by subordinate employees. Employs, trains, and supervises subordinate County Office and Field employees.

GENERAL QUALIFICATIONS:

All candidates must be U.S. Citizens, high school graduates or equivalent, and be at least 18 years of age or 17 years of age for high school graduates.

Applicants must be an incumbent or displaced CED; incumbent Farm Loan Manager; a former CED, or have successfully completed the COT training program.

The minimum requirement for the lowest grade level (CO-9) of this position is 1 year of specialized experience at the CO-7, CO-8, GS-7, or GS-8 level.

Specialized experience is defined as experience that equipped the applicant with the particular knowledges, skills, and abilities to perform successfully the duties of the position, and is typically in or related to the work of the position being filled. To be creditable, specialized experience must have been equivalent to at least 1 year in the next lower grade level.

KNOWLEDGE, SKILLS AND ABILITIES:

Eligible candidates will be screened on the following knowledge, skills and abilities:

1. Knowledge of farming practices and customs and USDA farm programs
2. Ability to identify and solve problems
3. Ability to plan, work, and make decisions independently
4. Ability to interpret and apply written regulations
5. Ability to supervise and direct the activities of subordinate employees
6. Ability to communicate both orally and in writing

Note: There are no special forms for these statements. They may be submitted on plain paper with your name and the announcement number at the top. You should include specific tasks performed, the dates you performed them, and where you were working at the time. KSA statements may not be more than 2 single-spaced pages per KSA. Candidates who do not submit the supplemental statements will not be considered.

BASIS OF RATING:

All applicants will be considered on the basis of their education, experience, supervisory appraisal, training, awards, knowledge, skills, and abilities (KSAs).

PAY, BENEFITS AND WORK SCHEDULE:

This is a permanent full-time non-federal appointment. Selectee will be eligible for health and life insurance, annual (vacation) and sick leave and will be covered by a federal retirement system.

RELOCATION EXPENSES:

Relocation expenses may be authorized in accordance with applicable

procedures.

CONDITIONS OF EMPLOYMENT:

A background security investigation will be required for all new permanent hires. Appointment will be subject to the applicant's successful completion of a background security investigation and favorable adjudication. Failure to successfully meet these requirements will be grounds for termination.

OTHER INFORMATION:

Identification of promotion potential in this position does not constitute a commitment or an obligation on the part of management to promote the employee selected at some future date. Promotion will depend upon administrative approval and the continuing need for an actual assignment and performance of higher level duties.

Before being hired, you will be required to sign and certify the accuracy of the information in your application if you have not done this using an application form.

This Agency provides reasonable accommodations to applicants with disabilities. The decision on granting reasonable accommodation will be on a case-by-case basis.

HOW TO APPLY:

Interested candidates who meet the basic eligibility requirements may file for consideration by sending the following MANDATORY information to the address below:

- Application. You may submit an FSA-675, (Application for FSA County Employment), resume, or any other written format. You must include your SSN, your country of Citizenship, education, and work experience.
- Supplemental KSA statements responding to evaluation criteria

Employment applications may be mailed through the U.S. Postal Service or any commercial or private carrier (i.e., Federal Express, United Parcel Service, etc.). Please use the following address:

Len E. Blaylock, Jr.
State Executive Director
USDA, Farm Service Agency
700 West Capitol Ave., Room 3416
Little Rock, AR 72201

Faxed applications will be accepted by close of business on the closing date. The fax number is 501-301-3085.

If you have any question regarding this announcement or you need to request an application form (FSA-675), contact the Arkansas State FSA Office at 501-301-3010.

FSA-675 forms may be obtained from any FSA County Office. The use of U.S. Government envelopes is prohibited. Applications received in such envelopes will not be considered.

EQUAL EMPLOYMENT OPPORTUNITY:

The Federal Government is an Equal Opportunity Employer.

Candidates will be considered without discrimination for any nonmerit reason

such as race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status or membership or nonmembership in any employee organization.